

# POST PROVISIONING

DIVIDING THE WORKLOAD FAIRLY

**PRESENTED BY: GYS COETZEE**  
DATE: 21 OCTOBER 2021



DIE VERANDERING IN ONDERWYS  
THE CHANGE IN EDUCATION

# STAFF ESTABLISHMENT

HOW TO READ BETWEEN THE LINES

## IMPORTANT CONCEPTS

- ✓ WEIGHTED LEARNERS AND SCHOOL WEIGHT
- ✓ SUBJECT WEIGHTS
- ✓ FORMULA DETERMINING NUMBER OF POSTS
- ✓ ADDITIONAL POSTS
- ✓ ACCURACY OF CALCULATED POSTS
- ✓ SGB POSTS





## Final Staff Establishments : Educators: 2021

THABO MOFUTSANYANA

Circuit Manager: 3 MR H KLINDT

Principal: Mnr GH COETZEE

VOORTREKKER S/S

Tel: 058-3034006

P Cell: 0725995637

School Cell 0725995637

440101268

Quintile: 5

Latest Data Month: September

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E-Mail: admin@bvhs.co.za

This is your official staff establishment with effect of 1 January 2021.

The Department retains the right to recalculate the staff establishment, make changes if necessary or if any information is found to be incorrect.

In cases with wrong information, please contact the EMIS office without delay.

	GrR	Gr1	Gr2	Gr3	Gr4	Gr5	Gr6	Gr7	Gr8	Gr9	Gr10	Gr11	Gr12
Learners	0	0	0	0	0	0	0	0	172	158	147	150	134
Weight	0	0	0	0	0	0	0	0	1.24	1.24	1.81	1.75	1.7
Weighted Learners	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	213.8	196.4	265.5	262.4	228.5

Data Source: SA-SAMS: September

	2020
Learners	761
Weighted Learners	1192.481
Constant Weight	141
School Weight	1333.481
Posts	26.038
Posts + Additional Posts	27
Total School Weight	1026911.581

Subject	Weight Factor	Grade 10		Grade 11		Grade 12	
		Learners	Weight	Learners	Weight	Learners	Weight
Accounting	0.187	30	5.616	26	4.867	22	4.118
Afrikaans First Additional Language	0.21	33	6.95	32	6.739	37	7.792
Afrikaans Home Language	0.21	114	24.008	118	24.851	97	20.428
Business Studies	0.187	49	9.173	35	6.552	45	8.424
Civil Technology (Woodworking) (G	0.461	2	0.924	7	3.232	5	2.309



Total School Weight	1026911.581
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Afrikaans Home Language	0.21	114	24.008	118	24.851	97	20.428
Business Studies	0.187	49	9.173	35	6.552	45	8.424
Civil Technology (Woodworking) (G	0.461	2	0.924	7	3.232	5	2.309
Computer Applications Technology	0.318	76	24.215	51	16.249	43	13.7
Dramatic Arts	0.577	8	4.618	5	2.886	7	4.04
Economics	0.187	18	3.37	22	4.118	36	6.739
Engineering Graphics and Design	0.461	47	21.703	46	21.241	37	17.085
English First Additional Language	0.21	114	24.008	117	24.64	97	20.428
English Home Language	0.21	33	6.95	32	6.739	37	7.792
Geography	0.187	29	5.429	44	8.237	47	8.798
German Second Additional Language	0.187	1	0.187	0	0	0	0
Hospitality Studies	0.346	41	14.199	31	10.736	25	8.658
Life Orientation	0.124	147	18.295	150	18.669	134	16.677
Life Sciences	0.216	78	16.883	85	18.398	65	14.069
Mathematical Literacy	0.311	57	17.766	52	16.208	69	21.506
Mathematics	0.311	81	25.247	80	24.935	50	15.584
Mechanical Technology (Automotive) (G	0.461	12	5.541	21	9.697	15	6.926
Music	1.154	1	1.154	0	0	0	0
Physical Sciences	0.323	64	20.687	66	21.333	41	13.253
Technical Mathematics	0.312	9	2.808	18	5.616	15	4.68
Technical Science	0.323	9	2.907	19	6.137	15	4.845
Visual Arts	0.577	5	2.886	4	2.309	2	1.154
Other Subjects		-176	0	-161	0	-137	0
Non-examinable Subjects		147	0	150	0	134	0
TOTAL		1029	265.524	1050	262.365	938	228.453



weighted learners per Post = Total school weight + [Pool-(RE+CAT)] = 1026911.581 + 20052 = 51.212

⇒ Posts = school weight + (weighted learners per Post) = 1333.481 + 51.212 = 26.038

1 Additional post was allocated for CAT.

D →

You qualify for the following Post Provisioning Posts:										Not Part of Model PERSAL Data: 2020-09-07													GRAND TOTAL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
PPN Total	Cat	Support Posts Inclusive		Post Level 1 - Ordinary	HOD- Farm Manager	HODs- Ordinary	Dep. Principal	Principal	1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	111

E →

Post Provisioning 2020					Post Provisioning 2021					Positive: Gained Posts				
Total Posts	Principal	Dep Principal	HOD	Teacher	Total Posts	Principal	Dep Principal	HOD	Teacher	Total Posts	Principal	Dep Principal	HOD	Teacher
29	1	2	4	22	27	1	2	4	20	-2	0	0	0	-2

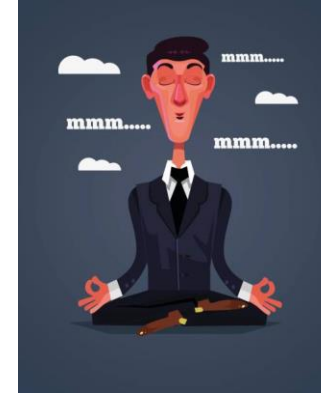
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Post Provisioning 2021					PERSAL Data as on: 07 September 2020					Positive: Gained Posts				
Total Posts	Principal	Dep Principal	HOD	Teacher	Persal	Principal	Dep Principal	HOD	Teacher	Total Posts	Principal	Dep Principal	HOD	Teacher
27+1=28	1	2	4	20	27+1=28	1	2	4	20	0	0	2	-1	-1

G →

Positive: Posts Gained				Negative: Posts Lost			
Principal	Dep Principal	HOD	Teacher	Principal	Dep Principal	HOD	Teacher
0	0	2	0	0	0	0	-1

HOD: EDUCATION  
Adv. TH Malakoane



# CREATING A FAIR WORKLOAD

THE ART OF (WAR) DELEGATION

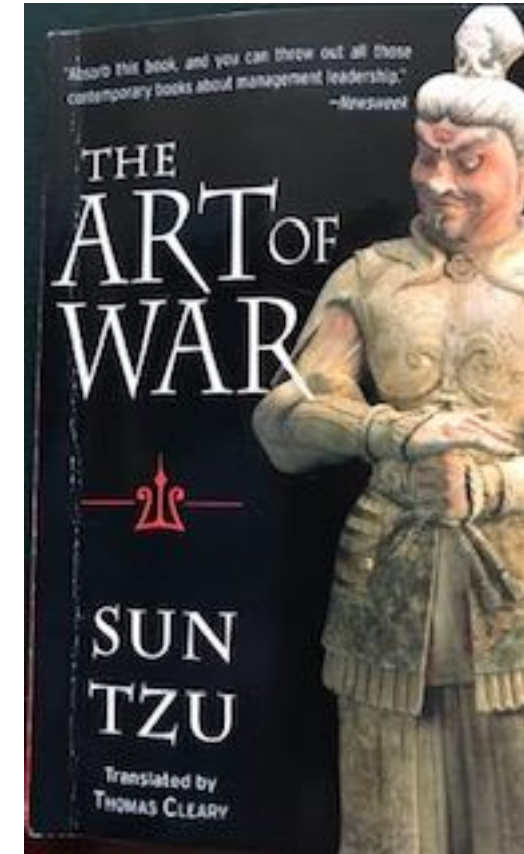
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# DELEGATION

“ Those who are good at delegating responsibility employ the **intelligent**, the **brave**, the **greedy** and the **foolish**. The **intelligent** are glad to establish their **merit**, the **brave** to act out their **ambitions**, the **greedy** welcome an opportunity to pursue **profit**, and the **foolish** do not **care** if they die.”

*Sun Tzu – THE ART OF WAR*





## KNOW YOUR STAFF

- ✓ DETERMINE INDIVIDUAL STAFF PROFILES BY USING EXTERNAL PROFESSIONALS.
- ✓ DETERMINE LIKES, DISLIKES AND PREFERENCES WITH INFORMAL INDIVIDUAL MEETINGS.
- ✓ INVOLVE THE COMPONENT MANAGERS IN INFORMAL DISCUSSIONS.
- ✓ TAKE PERFORMANCE STATISTICS OF THE PAST INTO ACCOUNT.
- ✓ KEEP YOUR EAR TO THE GROUND FOR THE BACKGROUND CHATTER OF LEARNERS AND PARENTS WITHOUT GETTING INVOLVED.
- ✓ IDENTIFY STAFF MEMBERS WITH LEADERSHIP SKILLS AND AMBITION FOR DEVELOPMENT.



## TYPES OF WORKLOADS

- ✓ ACADEMIC PROGRAM
- ✓ EXTRAMURAL PROGRAM
- ✓ DISCIPLINARY SYSTEM
- ✓ ADMINISTRATIVE TASKS
- ✓ MANAGING HOSTELS
- ✓ TRANSPORT - BUSSES
- ✓ FUNCTIONS

UNIVERSITY

# ACADEMIC PROGRAM

- ✓ IDENTIFY CAPABLE SUBJECT HEADS / SPECIALISTS IN EACH SUBJECT / PHASE / GRADE.
- ✓ THEY DESIGN WORKLOADS UNDER SUPERVISION OF HOD / DEPUTY PRINCIPAL.
- ✓ ALL WORK PLANS CONSOLIDATED BY MANAGEMENT / TIMETABLE COMMITTEE.
- ✓ SENIOR MANAGEMENT ENSURE THAT ALL REGULATIONS ARE ADHERED TO (EG. NUMBER OF PERIODS PER POST LEVEL)
- ✓ CREATE A PLAN TO DEVELOP ALL TEACHERS BY MENTORING AND EXPOSURE TO HIGHER GRADES.
- ✓ KEEP THE ASPIRATIONS AND ABILITIES OF INDIVIDUAL TEACHERS IN MIND WHILE FINALISING WORKLOAD.
- ✓ REMEMBER THAT YOUR TEACHERS WILL BE INVOLVED IN OTHER ACTIVITIES AS WELL. (SOME MORE THAN OTHERS)
- ✓ BE ON THE LOOKOUT FOR PROFESSIONAL JEALOUSY BETWEEN SCHOOL MANAGERS AND TEACHERS.
- ✓ USE CONSULTATION TO SOLVE CONFLICTS TO FINALIZE THE TIMETABLE.
- ✓ ENSURE THAT EACH TEACHER HAS AT LEAST ONE CLASS THEY LOOK FORWARD TO, TO TEACH.



## **EXTRAMURAL PROGRAM**

- ✓ **IDENTIFY A CAPABLE AND PASSIONATE HEAD FOR EACH SPORT CODE / CULTURAL ACTIVITY ETC.**
- ✓ **IDENTIFY AND APPOINT COACHES FROM THE TEACHING STAFF.**
- ✓ **APPOINT COACHES FROM OUTSIDE THE SCHOOL IF NECESSARY.**
- ✓ **ALL TEAMS MUST HAVE AT LEAST ONE STAFF MEMBER AS COACH / TEAM MANAGER.**
- ✓ **PROVIDE A BALANCED TIMETABLE FOR PRACTISES, TAKING EVERYBODY INVOLVED INTO ACCOUNT.**
- ✓ **SGB MUST PUT A SMALL REWARD PROGRAM INTO PLACE FOR REWARDING ALL THE COACHES.**
- ✓ **DO NOT DELEGATE GENERAL AND OTHER MENIAL TASKS TO THIS GROUP. THEY ARE SACRIFISING A LOT OF THEIR PERSONAL TIME.**
- ✓ **ACKNOWLEDGE THE EFFORT PUT IN BY THE COACHES OFTEN AND PUBLICLY.**

## **DISCIPLINARY SYSTEM**

- ✓ **ALL TEACHERS WILL BE INVOLVED IN THIS SYSTEM ON THE LOWEST LEVEL.**
- ✓ **APPOINT A DISCIPLINARY HEAD (HOD OR MASTER TEACHER) FOR EACH GRADE.**
- ✓ **DEPUTY PRINCIPAL MANAGES THE DISCIPLINARY HEADS.**
- ✓ **PRINCIPAL ULTIMATELY RESPONSIBLE FOR FINAL DECISIONS ON RECOMMENDATION OF THE ABOVE COMMITTEE.**
- ✓ **IT IS NOT FAIR TO MAKE ONE SMT MEMBER RESPONSIBLE FOR DISCIPLINE OF THE WHOLE SCHOOL ALONE.**
- ✓ **USE STAFF MEMBERS WITHOUT EXTRAMURAL OR OTHER ACTIVITIES TO SUPERVISE DETENTION CLASSES.**

## **ADMINISTRATIVE TASKS**

- ✓ **SA-SAMS, TIMETABLES, INVIGILATION TIMETABLES, LSEN, FINANCIAL ADMINISTRATION, TEXTBOOK RETRIEVAL SYSTEM ETC.**
- ✓ **FIND STAFF MEMBERS WHO ARE PARTIAL TO THIS TYPE OF CHALLENGE.**
- ✓ **THESE TASKS ARE NORMALLY VERY TIME CONSUMING AND MUST BE ACKNOWLEDGED AS SUCH.**
- ✓ **DO NOT REQUIRE YOUR CHAMPIONS TO DO OTHER TIME CONSUMING EXTRAMURAL ACTIVITIES, EXCEPT IF THEY HAVE A PASSION FOR IT.**
- ✓ **ACKNOWLEDGE THE VITAL ROLE THAT THEY PLAY OFTEN AND PUBLICLY.**
- ✓ **PROTECT THEM AGAINST OTHER STAFF MEMBERS WHO FEEL THAT THESE TASKS ARE NOT THE SAME AS EXTRAMURAL ACTIVITIES.**



# MANAGING HOSTELS

- ✓ ACKNOWLEDGE THAT HOSTELS ARE A WHOLE ENTITY ON THEIR OWN.
- ✓ APPOINT SENIOR STAFF MEMBERS TO MANAGE:
  - ✓ KITCHEN STAFF.
  - ✓ CLEANING STAFF.
  - ✓ SUPERVISING TEACHERS.
- ✓ THE SUPERVISING TEACHERS:
  - ✓ WILL BE ON CALL MOST OF THE TIME AFTER HOURS.
  - ✓ WILL HAVE A LOT OF EXTRA ADMINISTRATION TO DEAL WITH.
  - ✓ ARE SACRIFISING THEIR PRIVACY BY STAYING IN THE HOSTEL.
- ✓ KEEP ALL OF THE ABOVE IN MIND WHEN DETERMINING THE OTHER WORK LOADS.

# TRANSPORT-BUSSES

- ✓ **TRANSPORT USING THE SCHOOL FLEET OF BUSSES INCLUDES THE FOLLOWING:**
  - ✓ **WEEKEND ROUTES FOR LEARNERS IN THE HOSTELS.**
  - ✓ **DAILY ROUTES FOR LEARNERS IN TOWN.**
  - ✓ **ALL TRANSPORT PERTAINING TO EXTRAMURAL ACTIVITIES.**
  - ✓ **TRANSPORT TO TOURNAMENTS DURING SCHOOL HOLIDAYS.**
- ✓ **APPOINTMENT OF SENIOR STAFF MEMBERS TO MANAGE THE FLEET INCLUDING THE FOLLOWING:**
  - ✓ **MAINTENANCE OF VEHICLES.**
  - ✓ **LICENCING**
  - ✓ **ROAD WORTHINESS**
  - ✓ **DRIVERS AND SUPERVISORS FOR TRIPS.**
- ✓ **ALL STAFF MEMBERS ASSOCIATED WITH THE ABOVE WILL ALSO SACRIFICE A SIGNIFICANT AMOUNT OF THEIR PERSONAL TIME.**

# FUNCTIONS

- ✓ **FUNCTIONS CAN INCLUDE THE FOLLOWING:**
  - ✓ **PRIZEGIVING CEREMONIES**
  - ✓ **FUND-RAISERS (SHOWS, GAME FESTIVALS ETC.)**
  - ✓ **TOURNAMENTS / CULTURAL EVENTS.**
  - ✓ **CEREMONIES DEALING WITH THE TRADITIONS OF THE SCHOOL.**
- ✓ **STEERING COMMITTEES COMPRISING OUT OF TEACHERS AND PARENTS MUST BE ESTABLISHED.**
- ✓ **THE PLANNING AND EXECUTING OF THESE FUNCTIONS WILL TAKE UP A SIGNIFICANT AMOUNT OF PERSONAL TIME.**
- ✓ **KEEP THE WORKLOAD OF INDIVIDUAL TEACHERS IN MIND WHEN FORMING THE STEERING COMMITTEES.**
- ✓ **FIND WAYS TO COMPENSATE TEACHERS OTHER THAN FINANCIALLY.**



# CONCLUSION

- ✓ THERE WILL ALWAYS BE THREE GROUPS OF STAFF MEMBERS AT YOUR SCHOOL:
  - ✓ BRIGHT-EYED, BUSHY-TAILED, FULL OF ENERGY, VISION AND INITIATIVE.
  - ✓ STILL HERE, DOING WHAT IS NECESSARY AND OCCASIONALLY MORE THAN REQUIRED, IF I AM MOTIVATED ENOUGH.
  - ✓ HATE THE JOB, DOING THE ABSOLUTE MINIMUM AND CAN'T WAIT TO GET HOME.
- ✓ BY KNOWING WHAT MOTIVATES INDIVIDUAL STAFF MEMBERS , IT IS POSSIBLE TO TRANSFORM THE LAST TWO GROUPS INTO THE FIRST ONE.
- ✓ PRINCIPALS TENDS TO OVERWORK THE FIRST GROUP BECAUSE THEY WILL NOT SAY NO TO ANY TASK GIVEN.
- ✓ IT WILL TAKE ENERGY AND PLANNING FROM YOU AND YOUR SMT TO BALANCE THE DISTRIBUTION OF WORKLOADS SO THAT EVERY ONE LIKES THEIR JOB.

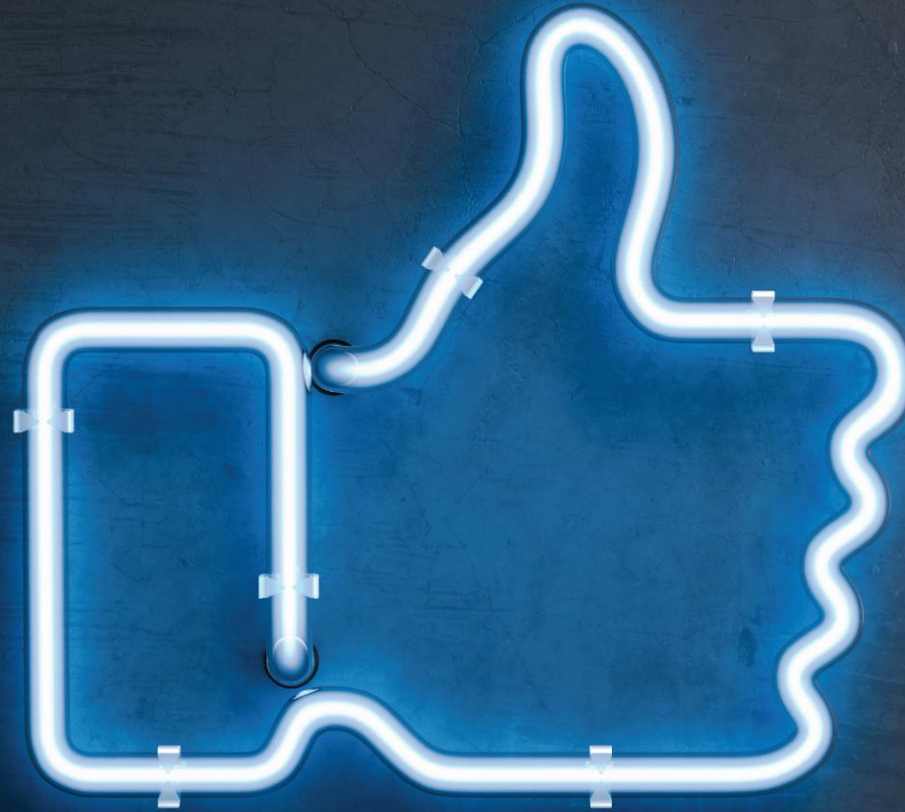
**KNOW YOUR STAFF AND BE  
FAIR WITH THEIR  
WORKLOADS...**

**AND THEY WILL WORK  
TOGETHER AS AN EFFECTIVE  
UNIT AND SURPRISE YOU BY  
VOLUNTEERING FOR MANY  
EXTRA MILES.**



**SAOU**

# SAOU



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076 127 1921



SAOU National



saouteachers



SAOU YouTube

